#### COMMUNITY HUMAN SERVICE PARTNERSHIP (CHSP)







February 20, 2013

Dear Community Volunteer:

This year marks the 17th year that the United Way of the Big Bend, the City of Tallahassee, and Leon County will partner to form the Community Human Service Partnership (CHSP), a citizen-driven funding distribution process. The success of this nationally recognized partnership relies on citizens who participate in the funding allocation process. This year, through the CHSP process, over five million dollars will be allocated to support the delivery of local human services. We are inviting you to participate in this process as a Citizen Review Team (CRT) volunteer.

If you are able to serve in this capacity, we will place you on **one** of the twelve CHSP review teams. Your team assignment will be provided during the mandatory volunteer training session. The agency site visits will begin on **April 7 and end on June 7**, **2012**. Your responsibilities as a member of a Citizens Review Team will last no more than two days and never two days in the same week. Please note that the CHSP grant distribution process operates in compliance with the Florida Sunshine Law.

In order to participate as a CRT member you need to attend <u>one</u> of the mandatory training sessions. Your role as a community volunteer is extremely important; and your decisions regarding how to distribute over 5 million dollars will impact thousands of our local citizens, including children, families, persons with disabilities, seniors, and homeless individuals and families!

If you are able to volunteer this year, please sign, complete and return the Citizens Review Team Volunteer Information Form and the Workshop Confirmation & Schedule Form. Please sign up for ONE session and mark it on your calendar. Remember to keep a copy of the confirmation for yourself and return the entire form by email or regular mail by 5:00 p.m., Wednesday, March 6 to:

Email Address: joyce.mathews@talgov.com

Joyce Mathews
City of Tallahassee
Department of Economic & Community Development
300 South Adams Street, Box # 27
Tallahassee, FL 32301

Direct Phone Line: (850) 891-6553, Switchboard: (850) 891-6500 Fax Number: (850) 891-6592

If you have any questions, please call any CHSP staff member listed below. Your contribution to this effort is highly appreciated by your community!

With Sincere Regards.

Arnold McKay, United Way Community Investment Director 850-414-0844

Pat Holliday, City of Tallahassee Human Services Supervisor 850-891-6524 Tiffany Harris, Leon County Human Service Analyst 850-606-1922

### COMMUNITY HUMAN SERVICE PARTNERSHIP







## 2013/2014 CITIZENS REVIEW TEAM VOLUNTEER INFORMATION FORM

Name.				
Place of emplo	yment:		<u> </u>	2 - 2 -
		(Circle one: Home	or Work)	
Mailing address	s:			- # W B
Telephone: (W	/ork)	(Home)	(Fax)	
(Cell)	E-Mai	il Address:		
If you answered	yes, how many yea	itizen's Review Team volunt ars have you served?		
If you answered List the days yo	yes, how many yea	ars have you served?	d June 7 for agency	visits:

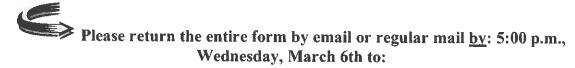
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8) CHSP staff makes every effort to create appropriately balanced review teams. To assist with the please provide the following information (check all that apply):	iis process
Gender:  Male Female	
Ethnicity:  Caucasian African American Hispanic/Latino Native American Asian Other	
Skills/Background/Occupation: Social Work/Human Services  Financial (banking/accounting) Education/Educator Homemaker	
Government Employee (State, County, City) Small Business Owner  Business Non-Profit Legal Medical Religious	
Community/Neighborhood Volunteer/Advocate Self Employed	
Human Resources Other	
I certify that the above information is correct as of the date below. I will notify CHSP of pertinent information changes prior to my team assignment. Further, I will immediately no staff if there is a real or perceived conflict of interest with any agency to which I may be assigned.	otify CHS
Signature Date	-

### TRAINING SCHEDULE & WORKSHOP ATTENDANCE CONFIRMATION SECTION

Please sign up for ONE session and mark it on your calendar. All training sessions will be held at the Early Learning Coalition, located at 1940 N. Monroe Street; Suite 70 (Northwood Centre). Lunch will be provided.

- ☐ Thursday, March 21 10:00 a.m. 3:30 p.m.
- ☐ Friday, March 22 10:00 a.m. – 3:30 p.m.
- ☐ Monday, March 25 10:00 a.m. – 3:30 p.m.
- ☐ Tuesday, March 26 10:00 a.m. 3:30 p.m.



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# The Community Human Service Partnership FY 2012/13 WORKSHOP ATTENDANCE CONFIRMATION FORM

Please sign up for ONE session and mark it on your calendar. All training sessions will be held at the Early Learning Coalition, located at 1940 N. Monroe Street Suite 70 (Northwood Centre). Lunch will be provided.

Please note which training you will be attending and keep this copy for your records. You will not receive any further confirmation from CHSP. If you have questions, please call Joyce Mathews at 891-6553.

- ☐ Thursday, March 21 10:00 a.m. 3:30 p.m.
- ☐ Friday, March 22 10:00 a.m. – 3:30 p.m.
- ☐ Monday, March 25 10:00 a.m. 3:30 p.m.
- ☐ Tuesday, March 26 10:00 a.m. 3:30 p.m.